**Remote School Planning Template – Emergency Preparedness @ Woodward Academy**

Teachers, please complete the form below and submit to your department head or principal by **September 30, 2011**. Please contact your department head, tech specialist or Nneka or Shelley in IT if you need assistance completing your plan.

**Online Tools / Minimal Expectations**

* **Grades PK-K** - *Edline* plus wiki, blog or Google site with instructions, assignments, activities and/or resources (for parents). Activities do not have to be tech based!
* **Grades 1-3 -** *Edline* plus wiki, blog or Google site with instructions, assignments, activities and/or resources (students assisted by parents as needed).
* **Grades 4-12** – *Edline* (including HW hand-in and quizzes), email, Google Docs; wiki, blog or Google site.
* **All Grades:** Videos, podcasts and interactive websites as appropriate.

**Optional:** Moodle (or other LMS), screencasting, discussion boards, presentation tools (Prezi, Voicethread, slideshare), participation tools (Wallwisher, Voicethread) Skype, etc...

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| **Teacher Name:** | **Jeanne Ann Ratliff** | | |
| **Grade Level/Subject/Course**: | Writer’s Workshop EP | | |
| **Resources, online tools and strategies I will use to deliver “remote classroom**:” (Assume students will not have textbooks at home; Use of Edline *required* as central communication hub) | | | |
| 1. **The first ten stanza of the Whittier poem “Snowbound,” found at the following link:** [**http://www.vcu.edu/engweb/transcendentalism/roots/legacy/snowbound.html**](http://www.vcu.edu/engweb/transcendentalism/roots/legacy/snowbound.html) 2. **Edline link to the above poem** 3. **Email so that teacher will responses to each day’s activities** | | | |
| **Materials I will need at home to deliver instruction** (e.g. textbook, computer files, software, microphone): | | | |
| **Computer** | | | |
| **Skills I need to learn/refresh to implement my plan:** | | | |
| **None** | | | |
| **Expectations of students (include needed tech skills):** (Include plans for ensuring students have needed skills / understand expectations) | | | |
| **Ability to create emails (students will email me using their WA email addresses)** | | | |
| **How I will “take roll” to confirm that students have received my instructions** (Post Edline discussion comment, email teacher, respond to survey, etc…) | | | |
| **Day 1:  Students will email me with (a) a short 5 – 8-sentence summary of the first ten stanzas of “Snowbound” and (b) a definition of the word “idyll” found in the title.**  **Day 2:  Students will email me at least one paragraph of a paper describing an “idyllic” time in their life.**  **Day 3:  Students will email me the remainder of the paper.** | | | |
| **Ideas/methods to ensure “active learning:”**  (i.e. student interactivity, collaboration, artifacts/ demonstrations of learning) | | | |
| The above are artifacts. | | | |
| **Address of my blog, wiki, Google site, LMS, etc…** (Must be linked from Edline) | | | [jeanneann.ratliff@woodward.edu](mailto:jeanneann.ratliff@woodward.edu) |
| **Colleague who will assist if I am ill during remote school:** | | | **Peggy McNash** |
| **Other ideas/considerations/concerns:** | | | |
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| **Reviewed by Department Head or Administrator (Name / Date)** | | **Peggy Dyer McNash 10/14/11** | |
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